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Approved For Release 2002/01/23 : CIA-RDP75B00380R000100040029-0

4 September 1973

STATINTL

NOTE FOR: [REDACTED]

I talked with Jay Woodall, Chief Clerk of the Senate Post Office, about the problem encountered in the handling of Mr. Colby's letters to Senators regarding their vote on his confirmation. Woodall was familiar with this and said that any mail which is deposited in a Senate mail receptacle must have the frank of a Member of Congress or have the correct U.S. postage. They have no other interoffice mail system. He said it is necessary for them to follow this procedure to avoid having people deposit "junk" mail in the Senate mail bags.

If you have any further questions on this, you can contact Woodall on code 180-5353. His counterpart in the Office of the Postmaster in the House of Representatives is Ernest Bowie, whose telephone number is 180-3857.

In the future I would suggest that any communication being dispatched to the Hill be placed in the regular mail system or be handcarried to the addressee by an Agency courier. We will, of course, be glad to make arrangements for hand delivery or, if Mr. Colby desires, for a member of our staff to personally deliver any communication to an addressee on the Hill.

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Deputy Legislative Counsel

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